



VEHICLE POLICY

Kingston Arms Apartments

NUMBER OF VEHICLES

Each resident family will be allowed to park one (1) vehicle on housing division property that it has previously disclosed on the vehicle information/policy form to the Housing Division. Any leaseholder who parks more than one (1) vehicle on housing division property will be considered in violation of the Lease. Lease/Policy violations may result in consequences, which could result in counseling or, up to and including termination of the lease and/or eviction.

NO ASSIGNED SPACES

There are no assigned parking spaces at Kingston Arms Apartments. Tenants may park in any open space in either the east or west parking lots that surround the apartments. Leaseholders that have more than one car should park that vehicle on the street or off Housing Division property

PARKING

All vehicles will park head-in. Vehicles should not be backed into a parking space except for temporary loading and unloading. Tenants are responsible for ***immediate** clean up of any ****excessive** gas, oil, transmission, or radiator leaks. Tenants who fail to clean up any said leaks within **24** hours will be charged for clean up.

REGISTERING OF VEHICLES

Each leaseholder wishing to park a vehicle on housing division property will disclose that vehicle to the housing division by completing the vehicle policy vehicle information form. The vehicle should be properly registered with the Motor Vehicle Division and be properly insured. Each resident will need to comply with the vehicle policy, rules and regulations. The resident will receive explanation of the policy, rules and regulations. If, for any reason, a tenant no longer owns or operates a vehicle, the tenant will notify the housing division within forty-eight (48) hours. If a tenant acquires a different vehicle and wishes to park it in their assigned space, they must inform the housing division.

VISITOR PARKING

(NOTE: Residents are required to notify housing regarding any visitor(s) who is staying overnight.) **Tenants are responsible for their visitors parking.** Visitors parking policy violations may result in a violation of the lease and be subject to towing at the owner's expense.

PARKING IN OTHER THAN ASSIGNED OR DESIGNATED AREAS

Tenant or visitor shall not park in or on any of the following areas:

1. Sidewalks
2. Lawns or other landscaped areas.
3. Fire lanes
4. Blocking access to dumpsters.

5. Blocking entrances or exits for any vehicle.
6. Any other area designated by hash marks, and/or no parking.
7. Inside units (motorcycles, motor bikes, etc.)

Tenants or visitors vehicles may be parked in the driveway (**EXCEPT MARKED FIRE LANES**) temporarily only during loading or unloading, **but may not be left unattended**. Vehicles parked in a driveway for loading or unloading must not block the drive, dumpsters, or any other resident's assigned space. Any vehicle found in violation of the above will result a violation of the lease.

VEHICLE MAINTENANCE

Vehicle maintenance is not allowed to be undertaken on Housing Division property. Washing of vehicles on Housing Division property is not allowed. Please take your vehicle to a car wash facility to wash your vehicle or a repair or service shop for service. Tenants or visitors found to be in violation of this policy would be subject to a lease violation and any potential clean up costs.

INOPERATIVE VEHICLES

Vehicles shall not be left inoperative on Housing Division property for more than forty-eight (48) hours. Tenants may be required to start up and drive a vehicle at the request of the City of Chandler Housing Police Officer or Housing Representative. If the vehicle fails to start, fails to move under its own power, or if the tenant refuses or otherwise fails to start up and drive said vehicle, that vehicle will be considered to be inoperable, and the tenant will be in violation of the lease and possible towing at owners expense.

WARNINGS

At the discretion of the City of Chandler housing police officer or housing representative a warning may be issued in lieu of towing for a first time offender.

TOWING

The City of Chandler Housing division, the local police department or fire department may cause to have towed any vehicle on Housing Division property under the following conditions.

1. Any vehicle parked in a marked fire lane. **Such vehicles will be towed immediately.**
2. Any vehicle that is blocking access to a dumpster area.
3. Any vehicle parked in a sidewalk area.
4. Any vehicle in a lawn area or other landscaped area.
5. Any vehicle parked in a designated parking space without proper authorization issued by the Housing Division;
6. Any vehicle parked in the driveway.
7. Any disabled vehicle that has been inoperative for more than forty-eight (48) hours.
8. Per City code, any vehicle that is a **threat to the health or safety** of Housing Division tenants while it is parked on Housing Division property. **Such vehicles will be towed immediately.**
9. Any vehicle that is blocking the access of another vehicle to a designated space or blocking the exit of another vehicle. **Such vehicles will be towed immediately.**
10. Any vehicle that is in violation of any other posted parking or other traffic control policies.

Tow notice will be in the form of a tow sticker attached to the vehicle. This tow sticker will include vehicle description and the tow date. Removal of this tow sticker by the tenant will not stop tow. **Any vehicle that is towed** at the request of the Housing Division **will be done at the expense of the owner.**

Motor vehicle parts may not be left unattended or stored outside. Such parts found unattended will be disposed of immediately by Housing Division personnel, and the tenant will be charged for clean up.

<u>VEHICLE INFORMATION</u>	
NAME:	_____
MAKE:	_____
YEAR:	_____
COLOR:	_____
PLATE #:	_____

The signature of Tenant and any Co-Tenants as set forth below is their acknowledgment that they have received and reviewed the Vehicle Policy and that the terms and conditions have been thoroughly explained to them.

HEAD OF HOUSEHOLD

DATE

CO-TENANT

DATE

CO-TENANT

DATE

LOCATION: _____

HOUSING REPRESENTATIVE

DATE

Footnotes:

- * After notification the Tenant will have 24 hours to clean up leaking fluids. Clean up includes removing any compound used for absorbing fluids. Tenants are highly encouraged to use a drip pan under any vehicle with gas, oil, transmission, or radiator leaks, to avoid, cleanup charges and/or repair charges for damage to asphalt. **(A continuous leak will result in damage to the asphalt.)**
- ** Excessive leaking refers to any leak that creates a puddle or stain greater than four (4) inches in diameter. Pictures will be taken of vehicle causing leaks as well as the leak itself and placed in the tenant's file.
- *** Depending on the violation (see Towing) vehicle may also be subject to towing, at Tenants expense.